



"If it weren't for the last minute, a lot of things wouldn't get done."

-- Michael S. Traylor

Purchasing Update

Division of Purchasing, Idaho Department of Administration

Issue 7

August 1, 2002

Revised & New Purchasing Publications

A new chapter has been added to the *Purchasing Reference Guide*. *Chapter 13 Sales & Use Tax Exemption* will replace Repair Services (old Chapter 13), which was deleted in its entirety. Other than occasional minor revisions and new additions, the *2002 Revised Purchasing Reference Guide* is now completed. Your suggestions for new or expanded subjects are always welcome.

Table of Contents (revised)

Chapter 13 Sales & Use Tax Exemption (new information)

Chapter 15 Sole Source (minor revisions in text)

To download these publications go to <http://www2.state.id.us/adm/purchasing>, click on "Agency Info" and then on "Publications" or "What's New."

Changes at the Division of Purchasing

You may have heard it said that change is the only constant. That certainly has been true at the Division of Purchasing in the past few years. Here is a summary of the latest changes to affect our office:

- Pam Ahrens, Director of the Dept. of Administration has been appointed as Acting Chief of Staff of the Office of the Governor to replace Phil Reberger who is taking a leave of absence to become senior advisor to the Governor's re-election campaign.
- Jan Cox, Division of Purchasing Administrator has been appointed as Acting Director of the Dept. of Administration.
- Bobbi Eckerle, Division of Purchasing Operations Manager has been appointed as Acting Administrator of the Division of Purchasing.

The above changes are expected to remain in place through November. Here are more changes:

- Lyle Gessford, CPPB, Purchasing Officer, is assuming the role of State Purchasing Manager at the Division of Purchasing. Lyle will supervisor all aspects of the purchasing process, both single agency bids and contracts and statewide contracts.
- Gerry Silvester, Senior Purchasing Officer, is now working part-time. Gerry will be focusing on the administration of statewide contracts such as P-Card, office supplies, vehicles, fuel card, the electronic purchasing system, and others. Having Gerry available to concentrate on contract administration is expected to be a significant improvement in our service to state agencies.

Next Purchasing Workshop

The next Purchasing Workshop scheduled for the Boise/Southwestern Idaho area will be held:

Thursday, August 22, 2002
8:30 AM to Noon
Idaho State Historical Museum
Prospector Room (downstairs)
610 N. Julia Davis Drive, Boise, ID

In addition to the regular agenda of purchasing updates and statewide contracts, we will be adding short training sessions on specific subjects to these workshops. The subject for this workshop will be "Understanding Appeals and the Appeal Process." Appeals can delay the purchasing process and although you may not personally be involved in one, an understanding of what appeals are and why they happen can help you to create specifications and make awards that minimize the possibility of appeals.

Approved Vendor List?

The Division of Purchasing is consistently getting calls from vendors who want to be part of our "approved" vendor listing. Most of the time, the vendor claims that they are told by a state agency that the state purchases only from approved vendors. Some even ask what their vendor number is.

Just to clarify, the Division of Purchasing has never "approved" vendors. Idaho Code 67-57 says, "...all vendors are qualified [to submit a bid] unless disqualified." The

vendor registration system, which was a requirement for bidding in the past, was discontinued July 1, 2001. We do encourage vendors to sign up for the SiCommNet BASEC™ service but it is not required and does not indicate any sort of vendor approval by the State of Idaho. While there are “vendor numbers” in various systems (such as the SiCommNet Vendor Account Number, the State Controller’s Office Vendor Number for payment in STARS, and even some of our old purchasing vendor numbers), there is no “official vendor number” produced by the Division of Purchasing.

Apparently there is still some confusion at the agencies about this. Please help spread the word in your agency about the removal of the Idaho vendor registration requirement by including information in your internal correspondence, newsletters, memos, etc. If vendors have questions they may be referred to the purchasing web site at: <http://www2.state.id.us/adm/purchasing> or to our office at 208-327-7465.

Increased Delegated Authority

One of the recommendations of the Purchasing Modernization Task Force was that the Division of Purchasing decentralize the purchasing process as much as possible and empower state agencies to do their purchasing as close to the point of need and use as feasible. In order for that to happen, statutes and rules were changed to allow purchasing up to \$5,000 with no bidding requirements and increasing delegated purchasing authority up to \$50,000 for state agencies.

Agencies are encouraged to apply for increased authority. Please submit a letter from the agency head requesting the desired amount and a copy of your agency’s revised purchasing policy and procedure manual showing how the increased authority will be managed. Increased authority has already been granted to the Idaho State Police, the Department of Health & Welfare, and the Department of Water Resources. Requests from Transportation, Agriculture, and Idaho State University are currently under consideration.

Moving more purchasing authority to agencies is an important part of the purchasing modernization effort. It will give the Division of Purchasing the needed time and resources to become managers, consultants, instructors, business process designers, and problem-solvers.

Statewide Contract Updates

Contract SBPO 1008 – Fisher Scientific – Laboratory Equipment and Supplies Contract. This contract was extended to October 31, 2002.

Contract SBPO 1059 (formerly SBPO 79) – Standard Batteries of Boise – Vehicle Batteries. This contract has been renewed for one (1) year. It now expires on September 21, 2003.

Court Reporters Price Agreements – These price agreements have all been amended to include copy fees on Exhibit A.

Office Furniture Contracts – All contracts are in the process of being renewed except for Zone 1, Intermountain Design (SBPO 78). Due to the small volumes and increased costs of delivering to Northern Idaho, the contractor has decided to not renew this contract. There will be no office furniture contract for Zone 1 after the expiration date of August 29, 2002. Agencies in Zone 1 may purchase furniture wherever they wish following the limits of their purchasing authority and within the normal purchasing statutes and rules.